

Statement of Work:
Web Architect & Development Team Lead
Office of Knowledge Management-Information Technology
Coordinator for Reconstruction and Stabilization (S/CRS)
U.S. Department of State

Introduction

This position is located in the Office of Knowledge Management-Information Technology (KM/IT) in the Office of the Coordinator for Reconstruction and Stabilization (S/CRS) at the Department of State. The incumbent is the team lead for a web development unit consisting of themselves and up to four additional contractors who report to the Deputy Director for Knowledge Management.

The web architect and development team lead is responsible for developing and maintaining S/CRS web based platforms, to include internet, SIPRNet and US Government only portals, as well as providing industry standard guidance and best practices in the development and distribution of visual media communications to include print, electronic and other web 2.0 mediums (e.g. blogs etc.).

The web architect & development team lead is responsible for facilitating the acquisition of content from subject matter experts and policy leads within S/CRS and/or other interagency partners. The web architect and team lead will assess the most appropriate means with which to design, develop and implement identified customer requirements for web improvements.

The web architect and development team lead will be knowledgeable in the capabilities that the KMIT Office can offer, and will be able to accurately match those capabilities to the needs of the customers.

Major Duties and Responsibilities

Provide for life cycle project plan development, requirements analysis, prototype design, systems analysis, deployment and maintenance for a conglomeration of complex creative web applications in a variety of network environments (unclassified and classified), so as to maximize the organizations ability to communicate ideas and concepts to a wide variety of audiences via passive and active information distribution methodologies.

Manage a web/creative development unit consisting of themselves and four additional contractors to identify, document, develop and execute identified customer requirements for a unified web experience, as well as document management and collaborative needs via PortalX and SharePoint based portals.

Communicate technical concepts and terminology into identifiable means with which to meet strategic and tactical communications goals and objectives of Senior Management.

Manage customer service needs and requirements for interagency portal document and content management system products and web based services.

Identify and make recommendations for appropriate system needs and hardware acquisition to accomplish the organization's mission objectives via web based applications, content management and delivery systems.

Enforce Section 508 compliance and other applicable Department guidelines and standards as well as copyright laws for site platforms.

Identify and make recommendations, as part of overall professional development plans (PDP's) for continual professional development of web development staff to the Deputy Director of Knowledge Management. Professional development plans developed will meet the needs of staff as well as goals and objectives of the KMIT Office.

Key Qualifications:

Five years plus experience in technical and creative information technology web development solutions that encompassed a wide variety of complex web applications.

Five years plus experience in managing a technical/creative team of three or more information technology specialists to design, develop, and implement life cycle management of web and other creative projects to meet identified customer requirements.

Experience in life cycle project plan development: to include project requirement analysis, prototype design, systems analysis, deployment and maintenance.

At least five years of technical experience in web development/management tools to include but not limited to: Adobe Dreamweaver, Adobe Flash, Adobe Fireworks, Microsoft SharePoint, Adobe Shockwave, and other Adobe Master Suite 4.0 products.

Ability to assess, identify and make recommendations, as part of overall professional development plans (PDP's) for continual professional development of web development staff to the Deputy Director of Knowledge Management. Professional development plans will meet the needs of staff as well as goals of the KMIT Office.

Ability to assess the technical training requirements, make recommendations and develop training for web based portals in both classified and unclassified environments.

Strong communications experience to convey technical concepts and terminology into identifiable means which meet strategic and tactical communication goals and objectives of senior management.

Extensive ability to read/write and produce products in a variety of web development languages to include but not limited to: HTML, XHTML, CSS, JavaScript, Flash, Cold Fusion, and .NET Framework.

Experience in managing and implementing Section 508 compliance standards and other appropriate Department standards for all web and graphic contents.

Supervisory Controls

The incumbent reports to the Deputy Director Knowledge Management.

Work Conditions

Work is primarily sedentary, performed in a typical office setting; no special physical ability or effort is required.

Special Requirements

This position requires a SECRET level security clearance.

Location:

The Information Systems Specialist will be based in Arlington, Virginia. Some travel to State Department Annexes in Virginia and Washington DC will be required.

Period of Performance

The Web Architect & Development Team Lead will serve S/CRS/KMIT for a twelve month period, from o/a September 1, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) with "Web Architect & Development Team Lead" in the subject line. Finalists will be contacted.